

COMMERCIAL FIRE SAFETY INSPECTION PROGRAM

Objective

- The objective of this program is to prevent emergency incidents that endanger lives and damage property. Through a proactive fire safety inspection program, Caln Township strives to reduce the number of fire and hazardous material emergencies that occur in our community.

Goals

- Promote a proactive approach to fire safety through prevention.
- Protect our business community from economic loss.
- Ensure the safety of employees and citizens occupying businesses within the community.
- Protect our first responders when mitigating emergencies within our business community.

Training

- Each inspector shall be trained in fire safety principles as approved by the Director of Building and Life Safety. As needed or necessary, refresher training and update training will be required.

Administration

- The Director of Building and Life Safety will be the administrator of the program. He/She will be responsible for providing the overall direction of the program, and assigning inspections as necessary.

Inspection Types

- Complaint: a complaint reporting a hazardous condition on or within a property.
- Scheduled: The owner of the business, or person responsible for the property and/or business, will be notified prior to the inspection either by phone or by mail so that arrangements can be made.

Schedule

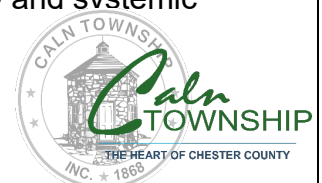
- Annual Inspection:
 - Any educational use building.
 - Any assembly use buildings, including places of worship.
 - Any commercial or residential use building that the residence or occupants require continuous care or supervision, or that provide assisted living.
 - Any hospital or medical rehab occupancy.
- Bi-annual Inspection
 - All business use buildings.



- Any manufacturing facility or any building that contains any hazardous material, flammable or combustible liquid or hazardous substance.
- Any storage or other facility that maintains a greater amount of combustibles or high piled combustible storage areas.
- Any other building or occupancy deemed (by the Director of Building and Life Safety) to need an annual inspection.

Inspections

- Shall be conducted during normal business hours, unless special arrangements are requested and approved by the Director of Building and Life Safety.
- Inspectors will present a neat and clean appearance, and will have proper and visible identification.
- The success of the Program depends on the voluntary compliance of the owner of each building. Politeness and professionalism, by the inspector will go a long way towards making the program successful, and to obtain voluntary compliance.
- Inspectors' are not expected to conduct an inspection that is beyond their level of training, knowledge or experience. If a complex issue or extremely unusual situation is found, the inspector is to stop immediately, and seek assistance from the Director of Building and Life Safety.
- Inspectors will be required to handle complaints received as directed by the Director of Building and Life Safety.
- Prior to conducting an inspection, the inspector will be provided any previous surveys for review of any outstanding violations, and any building permits issued since the last survey. The inspector should also obtain all current emergency contact information for the property or the occupancy to update this information (if necessary).
- Upon entering the occupancy, the evaluator shall identify themselves, and request to speak with the person responsible for the occupancy or building. The inspector shall also introduce any other members of inspection team. The inspector shall ask the responsible person to accompany them on the inspection. This will allow the team to explain or point out current hazards and how to remedy them. This will also help the person understand the principles of fire safety more clearly.
- The inspector shall ask the responsible person for a copy of the annual fire alarm certification and the annual sprinkler system certification. He/She shall also correct or update any of the emergency contact information previously on record (if necessary).
- All areas of the building or occupancy shall be inspected in an orderly and systematic manner.



- If no violations are noted during the inspection “NO VIOLATIONS AT TIME OF INSPECTION” shall be noted on the inspection form.
- If a significant violation is found that requires immediate remediation, the inspection form will indicate that the correction(s) must begin immediately and be completed in a short time frame, typically five (5) days. Such violations include (but are not limited to) locked or obstructed exits, exceeding the posted (or allowed) occupancy load, fire alarms or fire sprinkler systems out of service or not properly maintained, or other situation that constitutes an immediate hazard to the health and safety of the occupants. The Director of Building and Life Safety shall be notified immediately when such a notice has been issued.
- If the discovered issue or problem arises during an inspection that cannot be solved by the inspector, the Director of Building and Life Safety shall be requested to respond to the location to solve the problems in a timely and orderly manner.
- During the course of the inspection, information should be gathered for the formulation of a preplan for that property. This information shall include (but is not limited to) the dimensions of the building, type of construction, occupancy, number of occupants, access and egress points, fire service features, property hazards, etc.
- At the conclusion of the inspection, the inspector shall explain to the owner or the responsible party any hazard found, and a manner by which they can be corrected. If an inspection follow up is necessary, an explanation of the procedure on how to schedule will be provided so that it is clearly understood. A copy of the inspection form shall be provided to the owner or responsible party within five (5) business days.

Re-Inspection of a property

- When a violation is found during the initial inspection, it will be necessary to conduct a follow up after the person responsible for the building or occupancy has a reasonable amount of time to correct the violation(s).
- Notification of the date and time of the follow up shall sent to the identified responsible party. A follow up could be immediate (if the violation is a serious violation) or up to 30 day (for lesser violations). If at the time of follow up there has been no progress in correcting any of the noted violation(s), the inspector shall forward their findings to the Director of Building and Life Safety, for possible further enforcement action.
- If any additional violations are discovered at the time of the follow up, they shall be noted, and the property owner or responsible party, will be required to remedy them as well in the same manner as the initial inspection.



Reporting and record keeping

- While conducting an inspection, information shall be gathered to update the occupancy contact list and preplan information. This information will be forwarded to the Director of Building and Life Safety, who will also forward the information to the County dispatch center and the Fire Company so that the dispatch information can be upgraded, if necessary.
- A fire safety inspection report will be completed either by paper form or by computer form for each survey conducted.
- Within three days of the inspection, the official inspection report, completed by the inspector and reviewed by the Director of Building and Life Safety, will be mailed to the building owner and/or the person responsible for the building. The official inspection form will indicate either no violations or list of violations.
- A record of all inspections and follow ups will be entered into a database.

Preplan and Property Information

- The assigned inspector is responsible to gather information required to complete and/or update an occupancy file (or database if available). He/She must also include pre-incident (or pre-plan) information. He/She must also gather information necessary for input into the county CAD system and Thorndale Fire Company pre-incident response plans, which will be forwarded to them by the Director of Building and Life Safety.
- If a FSE determines that a preplan should be completed for a property or a particular occupancy, they should inform the Director of Building and Life Safety.
- Preplans shall be required for all specialized properties such as schools, any property using or storing hazardous materials, properties with unusual or dangerous building design features, an all assisted living or continuous care facilities.
- Whenever possible, floor layout or maps shall be obtained for buildings that have large occupancies, or occupancies with confusing or high risk occupancy.

